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Director of Training

1 October 1959

Chief, Plans and Policy Staff

Weekly Activity Report #37

1. Assistance to Headquarters Ops Training

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Since [ ] apparently will be reporting to the OS later than was anticipated, PPS has offered to assist [ ] with the JOT CSO course (introducing guest speakers, etc.) and the Clandestine Services Liaison Ops Course (lecture and/or seminars participation).

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2. Requests from EA-DD/S for Additional Information

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On 30 September, Mr. [ ] requested:

(a) that OTR prepare a memorandum for the DCI to be signed by the DD/S, informing the Director of our plans to reduce-in-force our boiler firemen at [ ] (as reported in the Weekly Activities Reports extracts sent to EA-DD/S on 21 September), and

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(b) that we provide the DD/S with more detailed information concerning JOT and JOTP overtime and overtime at [ ]

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C/PPS has asked XO/TR to respond to these requests.

3. Proposed New Training Reports Forms

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With [ ] doing the Lion's share of the work, A & E Staff and PPS have collaborated in producing a new Training Report form and an accompanying instructor's guide. Time and the DTR permitting, C/PPS would like to present this proposed new form and guide to the School Chiefs at the DTR's staff meeting on Friday, 4 October, and to ask them to try out this form on a student selected at random from current or very recently completed courses. We hope to use this form with as many courses as possible, but believe that some courses warrant a different format more closely tailored to the training and training objectives.

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25 YEAR RE-REVIEW

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4. Liaison with [ ]

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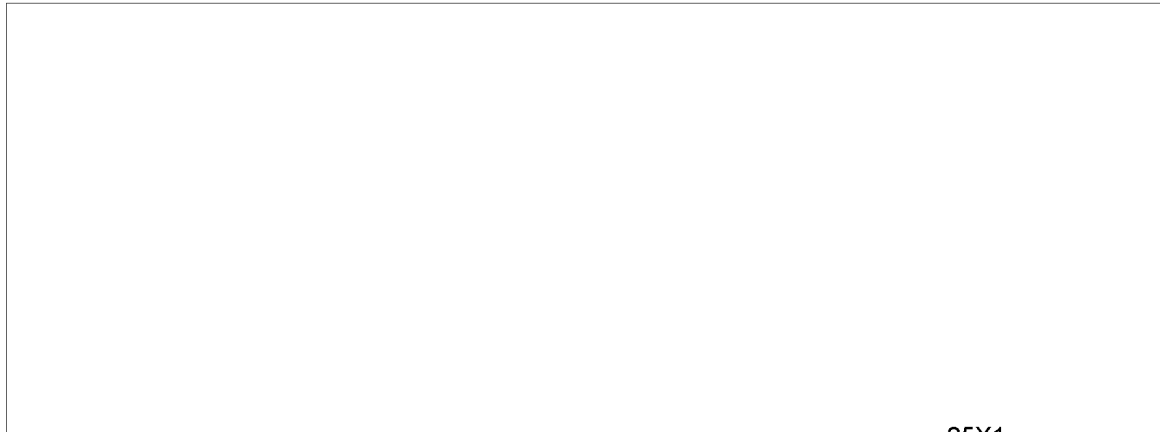
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Since [ ] new WH PM project still is in the early, developmental stage, PPS [ ] with DDTR's concurrence, will serve as Ed's point of contact in OTR for training support to the new project. With PO/TR assistance, PPS has provided C/OS (attention: [ ]) with a list of suggested training officers who might be considered to serve as training case officers for the project.

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6. Meeting: Educational Specialist and Mr. [ ]

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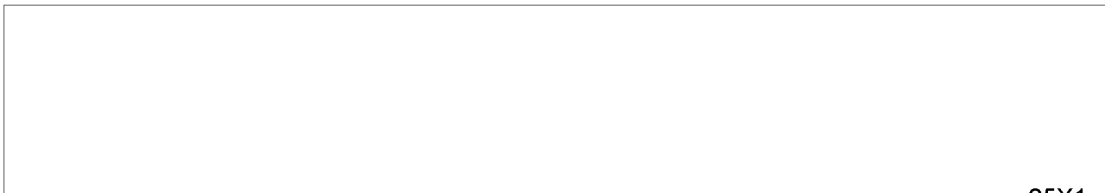
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[ ] met with [ ] regarding common interests. [ ] to meet with him on 23-25 November with the objective of developing an instructor's manual for use with one of the most recent films produced. [ ] several ideas for possible film production: how a CO trains an agent, instructional techniques applicable to Agency training, etc.

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8. Instructional Technique Classes

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[ ] visited [ ] on 24-25 September 1959 and conferred with [ ] (on vacation) and Bill [ ] with respect to Instructional Techniques Classes scheduled for 2 November and 16 November. Since the earlier scheduling of these classes, the new instructional personnel who were to attend have been assigned other operational duties of "more pressing nature" and consequently cannot be released for such training. PPS feels that this situation is unfortunate since the experiences and training these personnel would encounter in the ITC.

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would undoubtedly better equip them to more adequately perform their newly assigned functions of instructing and course revision. As ad hoc procedure, [ ] will schedule these personnel for a series of five two-hour sessions covering such areas as: lesson planning, lecturing techniques, role playing techniques, discussion techniques, etc. This will be accomplished during the next several months. Regular ITC's will be re-scheduled later when more feasible.

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Also discussed was the availability of [ ] to monitor within his capabilities the several courses offered at [ ]. [ ] indicated his interest and desire to accomplish this but could not set up such an activity on a formal or scheduled basis. To a certain extent he accomplishes a limited degree of this function when he "sits in" on dry runs and actual presentations by the instructors.

### 9. War and Emergency Plan

A reorganized draft of the War and Emergency Plan will be sent to all OTR components for coordination on Friday, 2 October. It is anticipated PPS will receive revised plans of most OTR components within the next two weeks.

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### 10. Orientation Trip [ ]

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Mr. [ ] is making the orientation trip [ ] on Monday and Tuesday, October 5 and 6, and thereafter will participate in monitoring the ELINT course which starts at [ ] 5 October.

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